



Department of Energy
Washington, DC 20585

June 29, 2012

MEMORANDUM FOR

DISTRIBUTION

FROM

ROBERT M. MYERS

DIRECTOR

CONTRACTOR HUMAN RESOURCES

POLICY DIVISION, MA-612

SUBJECT

Cost Study Manual

The finalized cost study manual is attached along with the cost study templates filled in with data for your contractors. Changes have been made to reflect comments received from earlier versions. The last tab of the template with the percentage costs for pay-related benefits only and the per capita costs for headcount-based benefits only is the final version.

Please feel free to share the manual and the templates with your contractors. As you know, we are in our third year of using the templates but needed to produce a manual to formalize the process. Contractors may submit these templates to comply with contractual requirements to submit a cost study.

If you should have any questions, please contact Martin McCaulay of my staff on (202) 287-1390 or via email at martin.mccaulay@hq.doe.gov.

Attachment



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